

DISTRIBUTION

From: R. WALTMAN

Subject: REVISION OF SOP

FORM 20-0-1 RIV. PTE.

Please read this revision of the SOP on Hazardous Waste Handling Procedures and insert it in your SOP book.

I ask that you familiarize yourself with the procedures and follow them.



R. L. Waltman

RLW/hjr

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NORRIS INDUSTRIES RIVERBANK ARMY AMMUNITION PLANT RIVERBANK, CALIFORNIA	DEPARTMENT Procurement	NUMBER 40-23	PAGE 1	OF 2
	PREPARED BY R. Waltman	EFFECTIVE DATE 8-11-80	REVISION DATE 11/11/80	
STANDING OPERATING PROCEDURES	APPROVALS:	CONTROLLER <i>P. L. Menden</i>	GENERAL MANAGER <i>H. B. [Signature]</i>	
SUBJECT: HAZARDOUS WASTE HANDLING PROCEDURES				

I Purpose:

To establish procedures regarding the handling and transportation of Industrial Waste both in plant and in preparation for off-site resale or disposal.

II Scope:

This procedure will be limited to that part of Industrial Waste handling that falls within the responsibility of the Purchasing Department.

III General:

New Legislation, such as the Resources Conservation and Recovery Act of 1976, require that procedures be established, which conform to the latest guidelines issued by the Environmental Protection Agency. These procedures will insure the safe, clean, handling of waste material. They will also result in improved Inter/Intra Departmental efficiency.

IV Procedure:

A. Dirty empty drums left in the designated area at the Southwest corner of the Crib 10 fence will be inspected by the Property Administrator who will determine their proper disposition as follows:

1. Oil drums will be either retained for use for waste oil disposal or sold for recycling.
2. Acid and Caustic drums will be taken to the Industrial Waste Treatment Plant. The Operator will remove the liner, triple rinse the liner and the drum. The liners will then be disposed of by placing them in a refuse bin. All drums will have their labels covered by painting or will be removed. They will then be sold as scrap metal. The only exception to this procedure will be Microcut 504 drums that will be triple rinsed and used for waste disposal.
3. Plastic and paper drums and liners will be triple rinsed. Their markings will be covered by painting or removed. They will then be placed in a refuse bin.

B. Clean empties will be made available to waste generators within 30 minutes after being requested by an area Supervisor. The Property Administrator will determine what type of drum is needed based upon the waste material to be placed in them, and instruct his employees accordingly.

C. Waste will be transported, stored and disposed of as follows:

1. After receiving an Oil or Chemical Waste label without adhesive backing (See Industrial Relations SOP 90-39) with note of

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disposition from the Health and Safety Administrator, the Property Administrator will instruct the Power Lift Operator to pick the drums of waste up and deliver them to the proper holding or treatment site. Drums will be taken for on-site treatment, resale or storage for transport to a Class I disposal site according to the contents as follows:

- a. Acid and Caustics with no oil contamination will be delivered to the Industrial Waste Treatment Plant. After emptying the barrels into the treatment plant, the empty drums that are still in good condition will be rinsed and reused to store waste.
 - b. Drums with reclaimable oil, or metal filings will be taken to the storage area North of Building #11 and placed in the proper marked section.
 - c. Unreclaimable oils, sludge, paint residue, or other chemicals will be stored in the proper marked area at the storage area North of Building #11 for eventual transport to a Class I disposal site.
2. Waste that must be transported to a Class I disposal site will be stored in drums or accumulated in the Industrial Waste Treatment Plant. The Property Administrator will insure that all drums have an Oil or Chemical Waste Label and a Hazardous Waste Label with EPA Facility Identification Number and Alpha-Numerical identifier number firmly attached prior to departure from the plant. Sludge that is accumulated in the Industrial Waste Treatment Plant will be pumped out and taken to a Class I disposal site by tanker trucks. The Property Administrator will insure that a proper EPA approved shipping manifest is completed and sent with each truckload of waste that leaves the plant. He will obtain all necessary technical data from Facilities Engineering.

(See attached page for numerical identifier numbers.)

The following list will be used to identify the different types of waste chemicals put into drums for disposal. Each waste chemical put in drums will have an alpha-numerical identifier written on the label.

TABLE

<u>ALPHA-NUMERICAL IDENTIFIER</u>	<u>WASTE CHEMICAL DESCRIPTION</u>
F005	Spent Solvents
F017	Paint Residues
K063	Sludge from Lime Treatment of Spent Liquors from Steel Finishing
U226	1, 1, 1 - Trichloroethane
D001	Thinners
D002	Caustics
D003	Acids
D000	Pesticides and M.E.A.

EXAMPLE: Waste Phosphoric Acid from Operation 145 Phosphate, the identifier would be D003.

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	R. L. Waltman	6-9-80	
SUBJECT: CHEMICAL WASTE DISPOSAL	APPROVALS:	CONTROLLER	GENERAL MANA
		<i>P. J. Mendez</i>	<i>[Signature]</i>

I. Purpose

To establish procedures to transport chemical waste products from the area of generation to the Industrial Waste Treatment Facility for on-site disposal or to the storage area North of Building #11 for off-site disposal.

II. General

- A. Recent Legislation requires that we have a procedure to monitor and document the transportation and disposal of chemical waste products. It is highly important that our procedures conform to rules and regulations and that we diligently follow them or face the possibility of legal action against us, which could result in substantial monetary loss.
- B. It is highly advantageous to plant operations to have a method of transporting chemical waste away from production areas where they can clutter lines of movement, and/or become fire and safety hazards to areas where they can be disposed of or safely held while awaiting transport to an off-site disposal area.

III. Procedure

- A. All empty drums that are transported away from plant areas will be taken to the Crib 10 receiving area and placed in the painted block marked "Dirty Empty Drop-Off" at the southwest corner of the fence. When convenient the Crib forklift driver will take empty drums back to the Crib after delivering full drums, however, the area Supervisor is responsible for having all empty drums transported to the Crib area.
- B. Area Supervisors are responsible for obtaining empty drums for waste disposal. They will be obtained by contacting the Property Administrator and informing him as to the type of waste that will be put in the drums. He will then place the proper drums in the painted block marked "Clean Empty Pick-Up" near the northwest corner of the Crib 10 fence, and call the area Supervisor back within 30 minutes stating that the drums are ready to be picked up.

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SUBJECT: CHEMICAL WASTE DISPOSAL				

- C. Upon filling the drum, a chemical waste label, with adhesive back, will be filled out completely with a Black, "Marks A Lot" pen to insure that it does not fade and affix it to the drum. A chemical waste label without adhesive backing will then be filled out completely, including corresponding serial number. The area Supervisor where the waste was generated is responsible for seeing that both labels are filled out properly.
- D. Area Supervisors will insure that full drums with labels are taken to the designated holding areas for each department. These holding areas are as follows:
 - 1. Grenade production: Central Salvage.
 - 2. 60mm Production: Courtyard between Lines 7 and 1 for flammables; Courtyard chipcrusher Line 7.
 - 3. Maintenance: Grenade or 60mm Production holding areas.
 - 4. Machine Shop; Chem Lab; Building 120: notify Crib 10 of area for pickup.
- E. All drums left in the holding areas must be covered and clean on the outside or the Crib will refuse pickup.
- F. As soon as possible after the drums are taken to the holding area, the Supervisor will take the label without adhesive backing to the Dispensary.
- G. The Health and Safety Administrator will examine the tags and ascertain the proper disposal method and will note on the label as follows:
 - 1. Waste material for on-site disposal will be marked "Acid Neut".
 - 2. Waste material for off-site disposal will be marked either "Class 1 Disposal" or "Resale". Such drums will be held at the holding area North of Building #11. —

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STANDING OPERATING PROCEDURES	APPROVALS:	CONTROLLER	GENERAL MANAGER	
SUBJECT: CHEMICAL WASTE DISPOSAL				

- H. After the Health and Safety Administrator designates the proper — disposal method, the label will be taken to Crib 10. Crib Personnel will then pickup the drums and deliver them to either the concrete slab area of Acid Neut or the holding area North of Building #11. All drums will be put in the proper locations at — the Building #11 site according to their contents. Flammables — will be properly bonded and grounded by Crib Personnel.
- I. Off-site disposal will be properly undertaken by the Purchasing Department.
- J. Under no circumstances will any chemical waste be disposed of by dumping into a storm drain. All precautions must be taken to insure that chemical waste is disposed of properly.



NORRIS INDUSTRIES

POST OFFICE BOX 886 - RIVERBANK, CALIFORNIA 98367 - TELEPHONE AREA (209) 529-8100

RIVERBANK ARMY AMMUNITION PLANT
MILITARY PRODUCTS GROUP

BULLETIN

BULLETIN NO. 560 - 314

R. L. WALTMAN

AUTHORIZED BY

SUBJECT: WORKING WITH FLAMMABLE LIQUIDS

May 5, 1978

DATE

The solvents and chemicals listed below are currently being used, and all are within the category of Class #1 and Class #2 flammables.

All precaution must be taken in handling these materials, and they must be kept free of any type of ignition source.

Solvent #1
Solvent #2
Solvent #360
Solvent #522
Solvent #25
Solvent #680
Solvent #140
Liquid Wrench #1
Permatex #2
Dixon Thinner #53
Dixon Plate Lube #
Scotch Plastic Adhe.

Laco Thinner #50
L2 Thinner #738

Resin
ing Resin
at
rimer

Rustoleum paints, primers, and
Pressurized spray paints, Resto
John Manville Aquapatch Cement

Smoking or introducing an ignition s
of the above. Any violation of the r.
authority for disciplinary action.

working with any
to the proper

Virgil London
Virgil London, Fire Chief

INDUSTRIAL WASTE DISPOSAL RIVERBANK ARMY AMMUNITION PLANT RIVERBANK, CALIFORNIA	Industrial Relations 90-39 PREPARED BY R. L. Waltman	EFFECTIVE DATE 6-9-80	REVISION 1
STANDING OPERATING PROCEDURES	APPROVALS:	CONTROLLER <i>[Signature]</i>	GENERAL MANAGER <i>[Signature]</i>
SUBJECT: CHEMICAL WASTE DISPOSAL			

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INDUSTRIAL RELATIONS
RIVERBANK ARMY AMMUNITION PLANT
RIVERBANK, CALIFORNIA

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STANDING OPERATING PROCEDURES	APPROVALS:	CONTROLLER GENERAL MAN.

SUBJECT: CHEMICAL WASTE DISPOSAL

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STANDING OPERATING PROCEDURES

[illegible]

STANDING OPERATING PROCEDURE

Subject:

VENDOR OWNED RETURNABLE CONTAINERS (V.O.R.C.)

I. PURPOSE

To provide the procedure for the control of Vendor Owned Returnable Containers (V.O.R.C.'s)

II. GENERAL

Every effort must be made to ensure that vendor owned returnable containers are controlled and do not increase our operating costs.

III. PROCEDURE

- A. Purchasing shall note on all purchase orders when container deposits are required.
- B. All containers will be counted by the Receiving Department and that quantity logged on the receiver. A copy of the receiver and all packing slips will be forwarded to Accounts-payable for authorization and payment.
- C. The material received will be stored in designated areas and delivered to applicable using areas/operations as needed.
- D. V.O.R.C.'s containing the same or similar compounds will be stored together.
- E. All empty drums will be taken to the Temporary Storage area(s) for disposition. Drums containing more than one inch of residual material will have that material removed and disposed of properly. Empty drums will then be segregated by supplier and moved to vendor storage area, awaiting pick up by the vendor(s).
NOTE: (V.O.R.C.'s shall not be used for storage of hazardous material or for any other purpose.)
- F. Environmental Engineering will notify the Purchasing department when a load of containers has been accumulated and is ready for pick up by the vendor(s).
- G. Purchasing will arrange for the vendor to pick up the empty containers and will notify the Receiving department of the pick up schedule.
- H. The empty containers will be logged out on the receiver by the Receiving Department. A copy of the receiver and shipper will be forwarded to accounts payable thus alerting them a credit is due.
- I. If a credit has not been received in a reasonable time, Accounts payable will notify Purchasing who will in turn contact the vendor and inquire as to why the account has not been credited.

IORRIS INDUSTRIES
Iverbank Army Ammunition Plant

INTER-OFFICE MEMORANDUM

Date Dec. 11, 1975

to: John Collins ✓ From: Andy Haldane

subject: The sale of Phosphoric Acid (Rust-Off) Drums

FORM 30-0-1 RIV. PTD.

In regards to your request for data concerning Rust-Off, I am attaching a copy of the Material Hazard Sheet.

The vendor must be aware that if this chemical is not properly handled, it can be very dangerous.

The information is self-explanatory and if the data is followed to the letter, the material is safe.

The section TLV, for the vendor's information indicates that the vapors from this material shall not be exposed to any individual in a confined space for any period of time.

In the event an accident occurs involving this material, the treating doctor must know the chemical name- PHOSPHORIC ACID- to properly treat the patient.

Added information regarding this material can be obtained from the distributor, address and phone number on attached sheet.

cc: L. Schuch.
R. Boyden
T. Griswold

A. Haldane



NORRIS INDUSTRIES

MILITARY PRODUCTS GROUP

BULLETIN

H. Hunter

BULLETIN NO. 511

E.F. Discoe

AUTHORIZED BY

SUBJECT: NON-SALABLE METAL & FIBERBOARD DRUMS

2/9/70

DATE

As most of you know, during our operations we generate a continuing number of non-returnable metal and fiberboard barrels which must be disposed of. We also accumulate certain dunnage lumber which is excess to our needs in the carpenter shop.

Therefore, we have decided to establish a "Scrap" area in the northeast corner of the parking lot (immediately north of the Office Cafeteria Building) where we will stock pile these items as they become available.

Norris employees are privileged to take any amount of these items on a "First Come - First Serve" basis. However, we will ask that you consider your fellow employees and not take more than your share.

We also suggest that this arrangement can only be continued so long as we maintain orderliness in the area; we cannot permit an unsightly pile from the highway.

C.F. Ackman
DEPARTMENT HEAD



NORRIS INDUSTRIES

RIVERBANK ARMY AMMUNITION PLANT • MILITARY PRODUCTS GROUP

BULLETIN

BULLETIN NO. 660-18

E. L. ...
AUTHORIZED BY

SUBJECT: STEEL DRUMS

APRIL 25, 1972
DATE

THERE WILL BE APPROXIMATELY 100 FREE STEEL DRUMS AVAILABLE IN THE NORTH PARKING LOT ON THURSDAY, APRIL 27, 1972, AND FRIDAY, APRIL 28, 1972. THESE MAY BE PICKED UP AFTER WORK ON A FIRST-COME FIRST-SERVE BASIS.

P.B. _____ CK _____ CK _____

FORM RS-12

V. T. DAWSON

DEPARTMENT HEAD